



# WEB AUTHORING

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**Microsoft®  
FrontPage® 2000**



# PURPOSE



MSTP

- This introduction will provide an overview of Web **development** and **publishing** using the USMC Standard Web maintenance tool
- At the end of this class, you will be able to create, publish and maintain a web site
- This class assumes familiarity with the use of Microsoft Office and general computer networking concepts

# REFERENCES



MSTP

## USMC Publications/Regulations

- MCO 5720.26 Web Page Style Guide
- MCWP 3-40.2 Information Management Guide
- MCRP 6-23A Multi-service Procedures for JTF Information Management
- MSTP 6-4 Internets and Intranets in Support of MAGTF Operations

## Books

- ISBN 0-7897-1910-X Using FrontPage 2000 SE
- ISBN 0-672-31675-7 FrontPage 2000 Unleashed
- ISBN 0-7645-3313-4 The FrontPage 2000 Bible
- ISBN 0-07-211939-X FrontPage 2000 The Complete Reference

## Internet

- <http://www.microsoft.com/frontpage/>
- <http://officeupdate.microsoft.com/welcome/frontpage.asp>

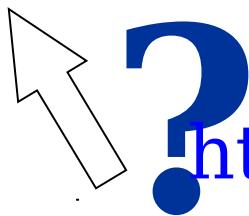
# GETTING ANSWERS



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<http://office update.Microsoft.com/welcome/FrontPage.asp>

Help      F1 Shift+F1



<http://www.mstp.quantico.usmc.mil>



# RESPONSIBILITIES

MSTP

- IM Plan is foundation for site content!
  - Unit SOP/Annex U/Annex K
- Webmaster - G6
  - Overall Responsibility of the Website
    - Security
    - Training
    - Theme and scheme (look & feel)
    - Common resources (search, links, etc)
- Web Editors - Functional Sections
  - Identify content
  - Maintain their section
- Information Management Officer
  - Link between the two
  - T/O Billet at MEFs/MARFORs (Additional duty below)



# GOOD WEB DESIGN



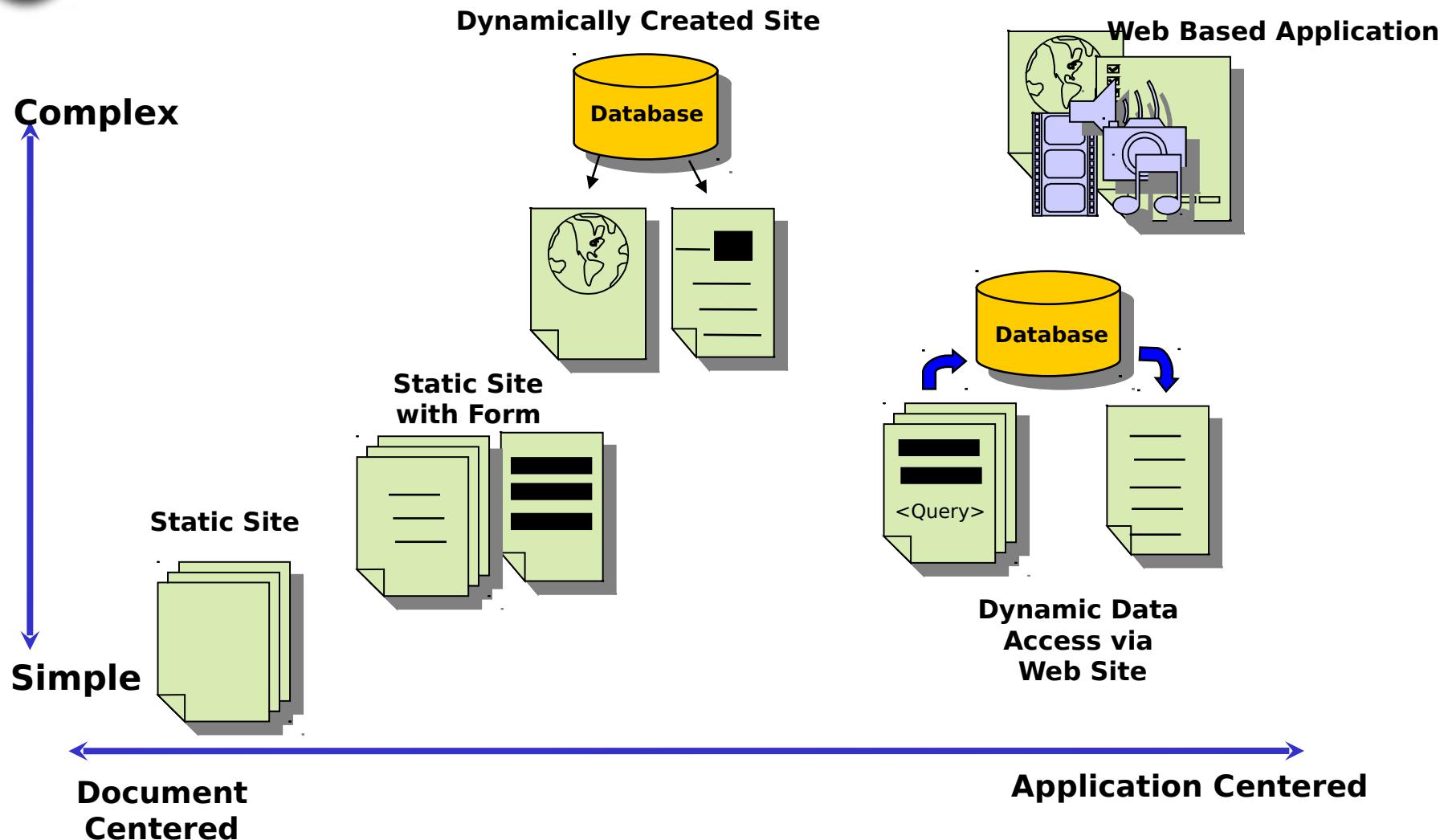
MSTP

1. Create clear visual hierarchy
2. Break pages up into clearly defined areas
3. Minimizes graphics
4. Make it obvious what's click able
5. Omit needless words
6. Keep the noise to a dull roar

# THE RANGE OF WEB SITES



MSTP



# **“...BUT I DON’T HAVE A WEB SERVER”**



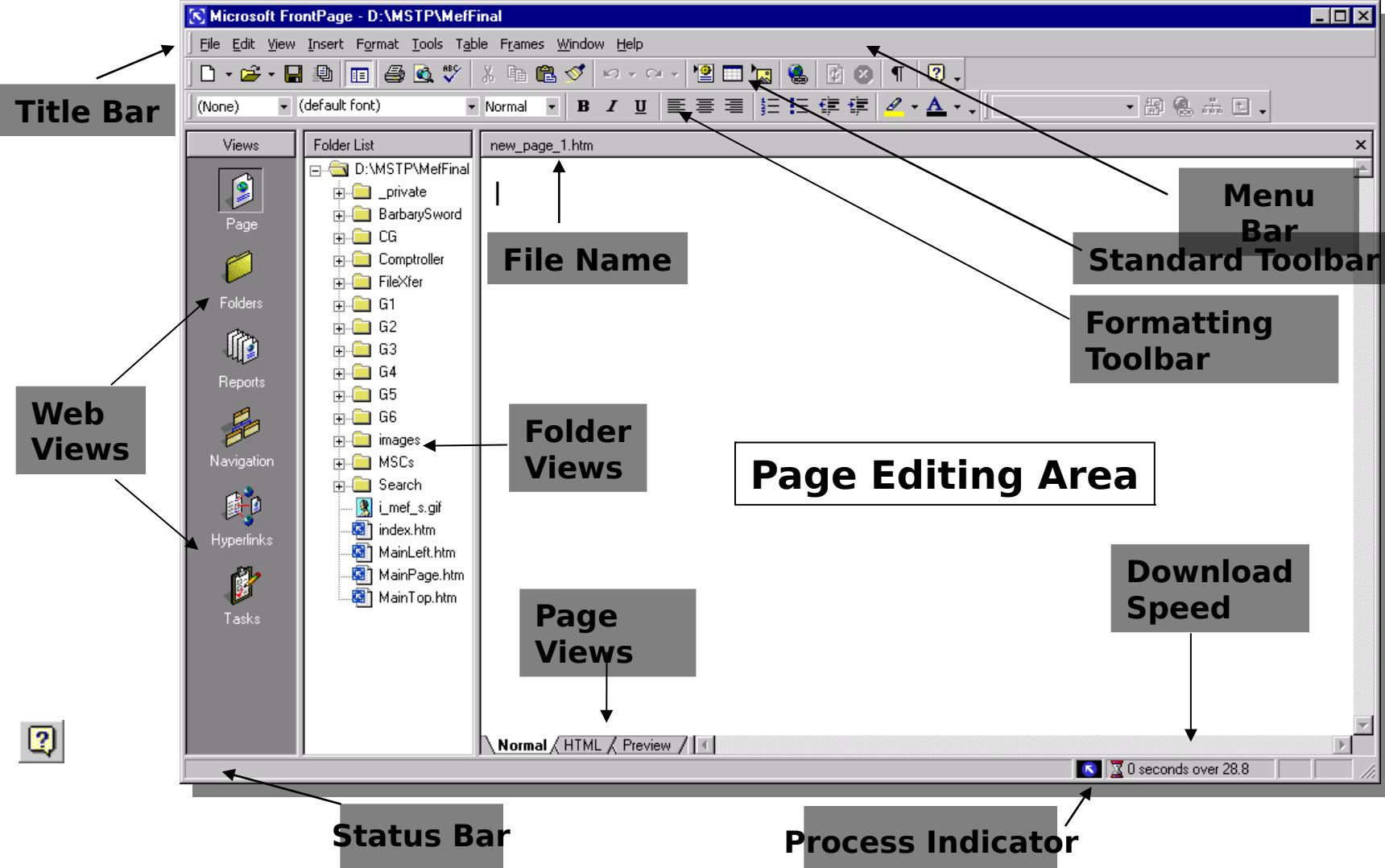
**MSTP**

- **Windows**
  - Personal Web Server
    - Windows 95
    - Windows 98
  - Peer Web Services
    - Windows NT Workstation
  - Internet Information Server
    - Windows NT Server
    - Windows 2000 Server, Professional
- **Unix**
  - Linux - Apache Server
  - Sun Sparcs
- All of the above can Use FrontPage Server Extensions

# FRONTPAGE® 2000 WORKSPACE



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# TERMINOLOGY



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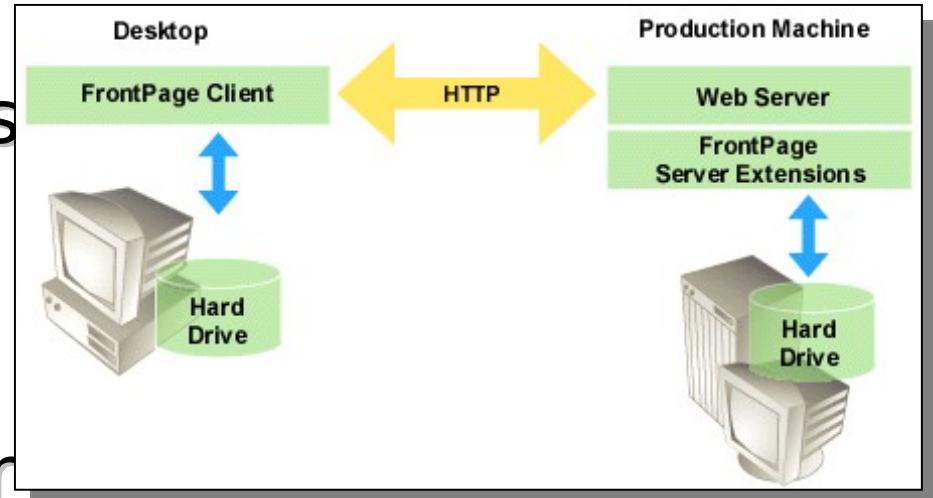
- **Web:** Microsoft Term
  - Autonomous portion of website
    - Security, Schemes, Themes, etc
  - Essential for empowering users!
- **FrontPage Extensions:** Server side programs which allow publishing and other services

# FEATURES OF FRONTPAGE® 2000



MSTP

- Web Authoring & Publishing
- Features
  - WYSIWYG Editor for Creating Pages
  - Drag & drop
  - Automated features
    - Navigation
    - Themes
    - Shared borders
  - Publishing to server



# WEB ORGANIZATION



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Root

**http://www.mef.usmc.mil**

Parent

**G1 Web**   **G2 Web**   **G3 Web**   **G4 Web**   **G6 Web**

Child

**CurrentOps**   **FutureOps**   **MEFEX Web**

# BUG!

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- FP2000 Extensions allow sub-webs
  - Unless you have privileges in “parent” web, FP2000 doesn’t allow you to open
- Work around
  - Create a webfolder
  - Then use webfolder to open

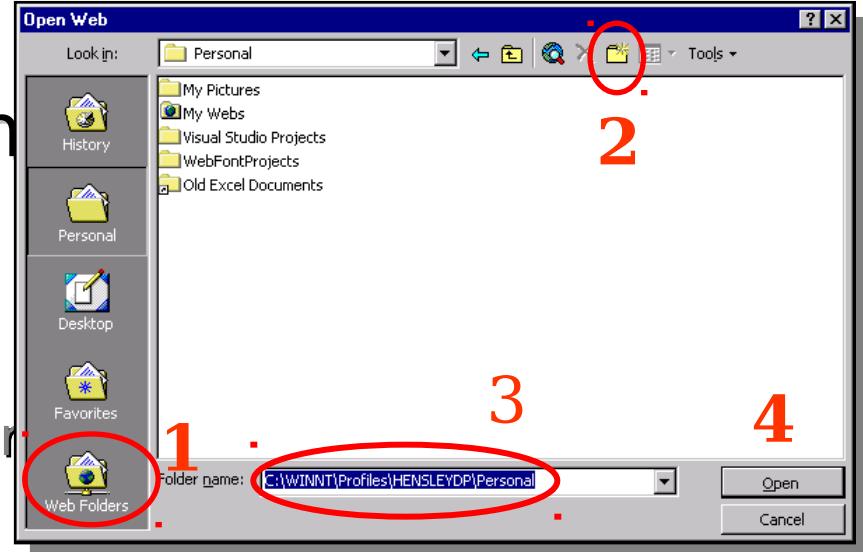


# WEB FOLDERS A QUICK LESSON



MSTP

1. Select Web Folders icon
2. Select New Folder icon
3. Enter URL  
[http://training.mef.usmc.mil/\[user\]](http://training.mef.usmc.mil/[user])
4. Click Open
5. Enter Descriptive Name
6. Click Next



# LAB 1



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- Open your FrontPage Web
- [http://training.mef.usmc.mil/\[username\]](http://training.mef.usmc.mil/[username])

# FRONTPAGE PERMISSIONS



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- Part of FrontPage Server Extensions
- FrontPage Permissions
  - **Browse**
    - Open web and view
  - **Author**
    - Open, edit and save changes to web from within FrontPage
  - **Administer**
    - All of the above PLUS administer extensions via FrontPage!
- Usually Administered by Webmaster
  - May be delegated to each section's web editor

# CONFIGURING PERMISSIONS



MSTP

## Tool | Security | Permissions – Must be on-line

Specific to NT Server

The web can be set to use the same permissions as its parent web or have unique permissions of its own.

Use same permissions as parent web  
 Use unique permissions for this web

Description

Using this setting means that permissions for this Web are independent of any other Web.

You can set specific administrators, authors and end-users for this Web.

Name	Access Rights
Everyone	Browse
MSTP_DEV\Serv...	Browse
CREATOR OWN...	Browse
MSTP_DEV\Admini...	Administer, author, and browse

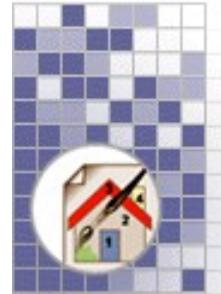
OK Cancel Apply

OK Cancel Apply



# WEB AUTHORING

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**Design**



**Build**



**Publish**

# BUILDING A WEB PAGE



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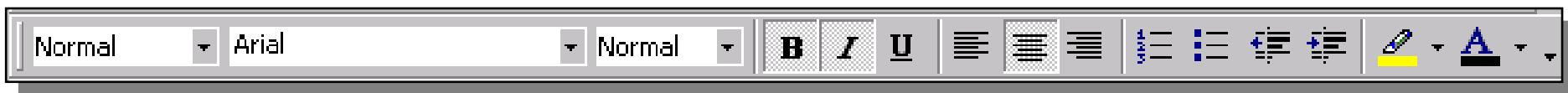
- Enter Text
- Insert a Graphic
- Insert Horizontal Rule
- Insert a Table
- Create a Hyperlink
- Structure Page Elements
- Save the Page

# INSERTING TEXT



MSTP

- Type Text
- Insert | File



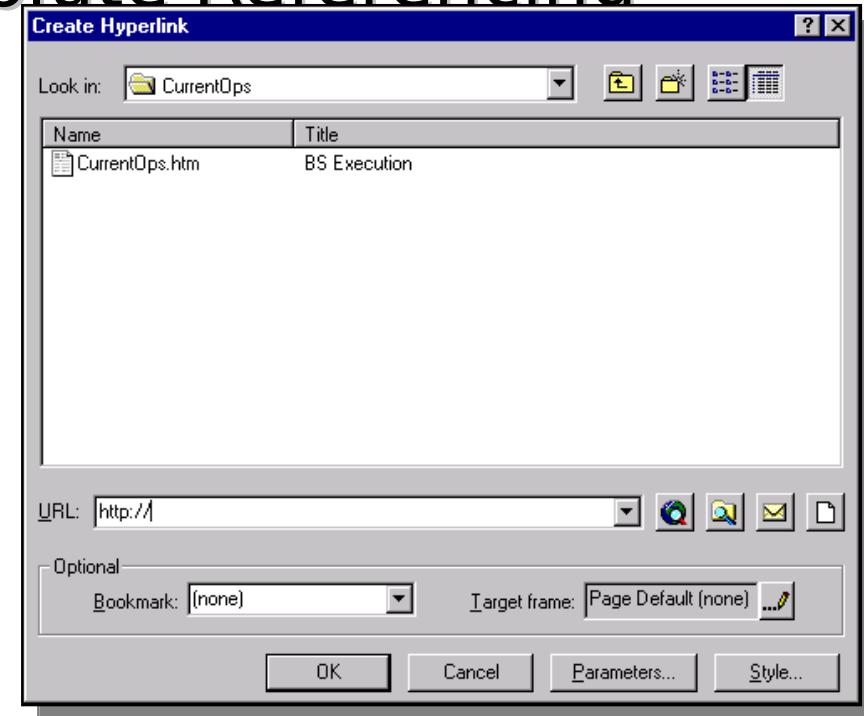
- Use Formatting Bar
  - Colors
  - Font
  - Size
  - Alignment

# CREATING HYPERLINKS



MSTP

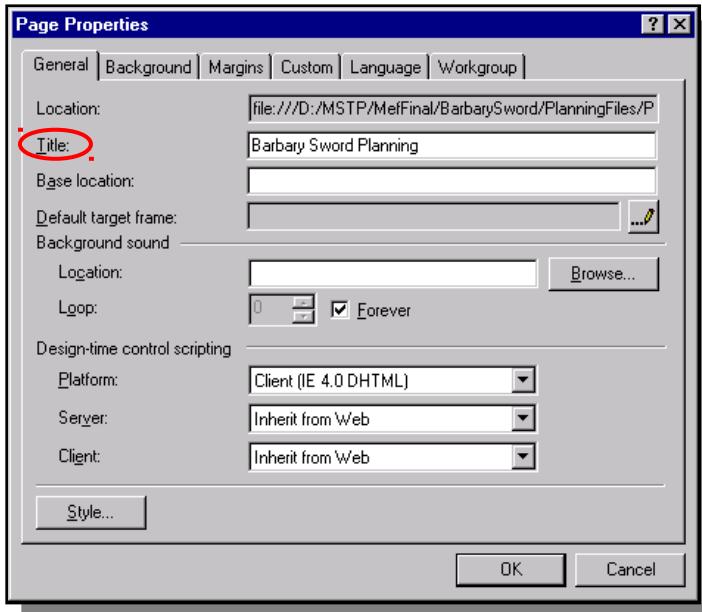
- Insert | Hyperlink
- Relative vs. absolute Referencing
- Bookmarks
- Target Frame
- mailto: tag



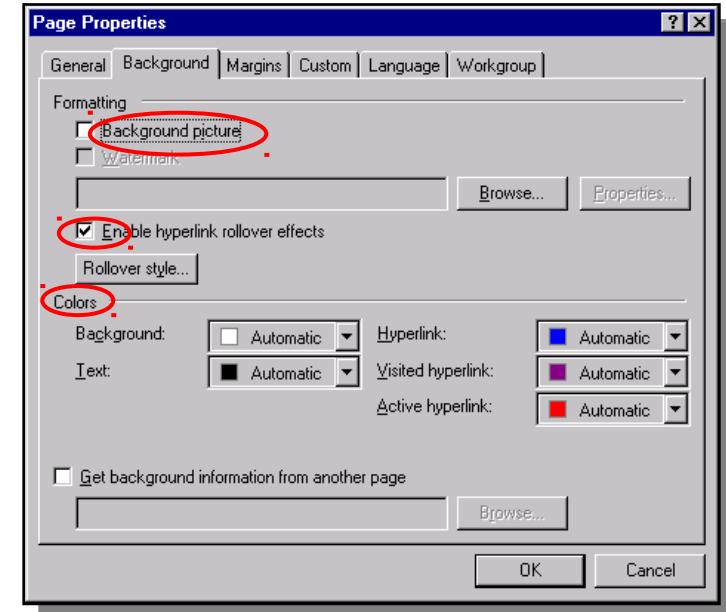


# PAGE PROPERTIES

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- Right Mouse Click
  - Page Properties
- Several items



# PAGE VIEW OPTIONS



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## Three different ways to look at the current page

Normal

The screenshot shows the Microsoft FrontPage interface with the 'Normal' view selected. The main area displays a web page with three main sections: 'OPT Log', 'Mission Analysis', and 'COA Development'. The 'Mission Analysis' section contains tables for 'Inputs' and 'Products' with links like 'Battlespace Evaluation' and 'Mission Analysis Brief'. The 'COA Development' section also has tables for 'Inputs' and 'Products' with links to 'C2PC Overlays' and 'Commander's Intent'. At the bottom, there is a 'COA Wargaming' section with similar input, product, and output tables. A red circle highlights the 'Normal' tab in the bottom navigation bar.

Preview

The screenshot shows the Microsoft FrontPage interface with the 'Preview' view selected. The web page appears almost identical to the 'Normal' view, but the content is rendered as it would look in a browser. The 'Mission Analysis' and 'COA Development' sections show their respective tables and links. The 'COA Wargaming' section is also visible. A red circle highlights the 'Preview' tab in the bottom navigation bar.

```
BarbarySword/PlanningFiles/Planning.htm
-----
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<title>BS Planning</title>
<style fprolloverstyle>A:hover {color: #FF0000; font-weight: bold}</style>
<meta name="Microsoft Theme" content="none, default">
<meta name="Microsoft Border" content="none, default">
</head>

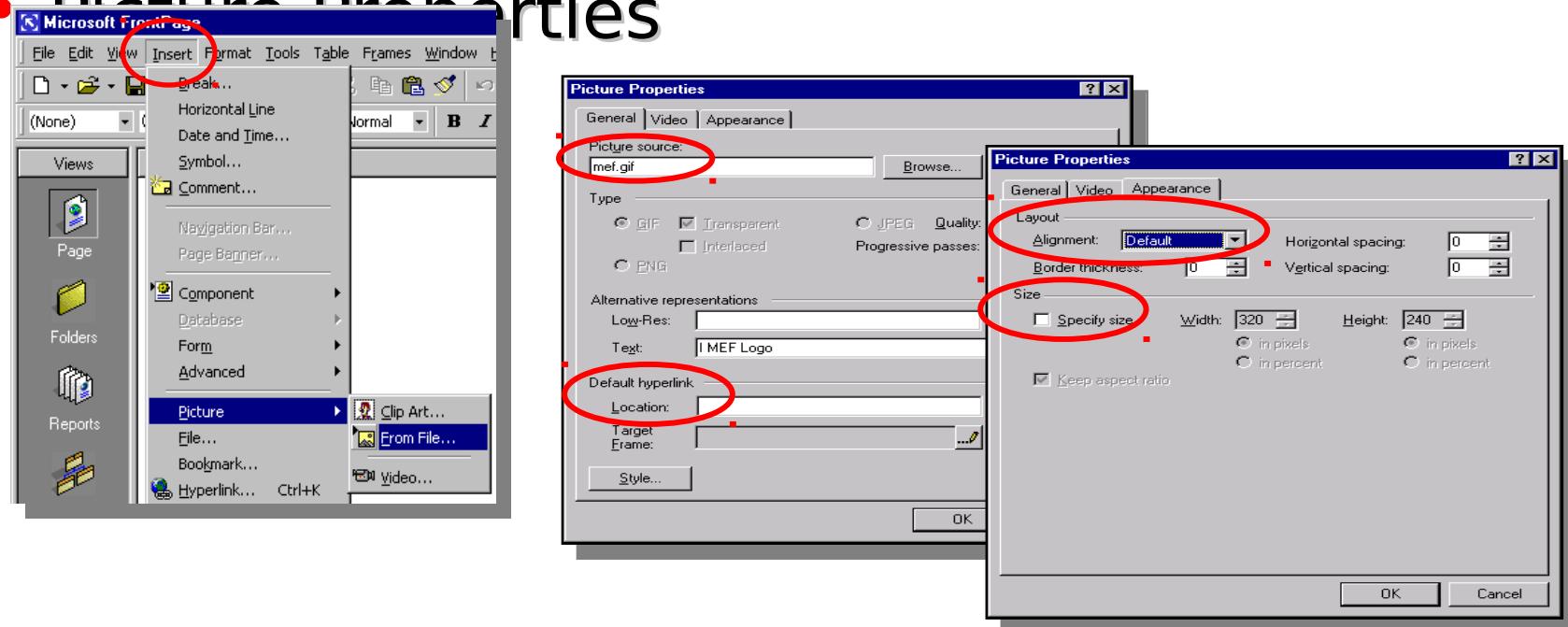
<body topmargin="0" leftmargin="0">
<div align="center">
<center><table border="0" width="550">
<tr>
<td valign="top" width="690"></td>
</tr>
<tr>
<td valign="top" width="690" bordercolor="#000000" bgcolor="#CCCCCC" align="center">
<tr>
<td>
<div align="center">
<center>
<table border="1" width="30%">
<tr>
<td width="100%" align="center"><a href="Log/OptLog.htm"><font size="2">Log</font></a></td>
</tr>
<tr>
<td width="100%" align="center"><b>RFIs</b><br>
<font size="2"><a href="..\\rfiInternal.htm">Internal</a><br>
<a href="http://192.168.25.35/exchange/root.asp?acs=anon" target="_blank">External</a></td>
</tr>
</table>
</center>
</div>
</td>
</tr>
</table>
</center>
</div>
</td>
</tr>
</table>
</center>
</div>
</body>
```

# INSERTING GRAPHIC

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- Insert | Picture | From File

## Picture Properties



# LAB 2



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## Create and save a page

- Must have:
  - Text, graphics and hyperlink
- Link index.htm to this page
- Add a mailto: link
- Add bookmark to return to top of page

# WORKING WITH TABLES



MSTP

- Type & format text in cells
- Inserting graphics in cells
- Merging cells
- Borders, colors, and shading
- Distribute evenly
- Select
- Deleting

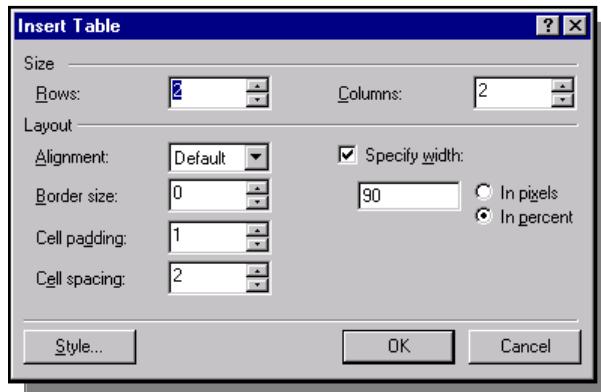
# WORKING WITH TABLES



MSTP

Table| Insert | Table

- **Powerful formatting tool**
- **Used extensively**
- **Can nest tables**



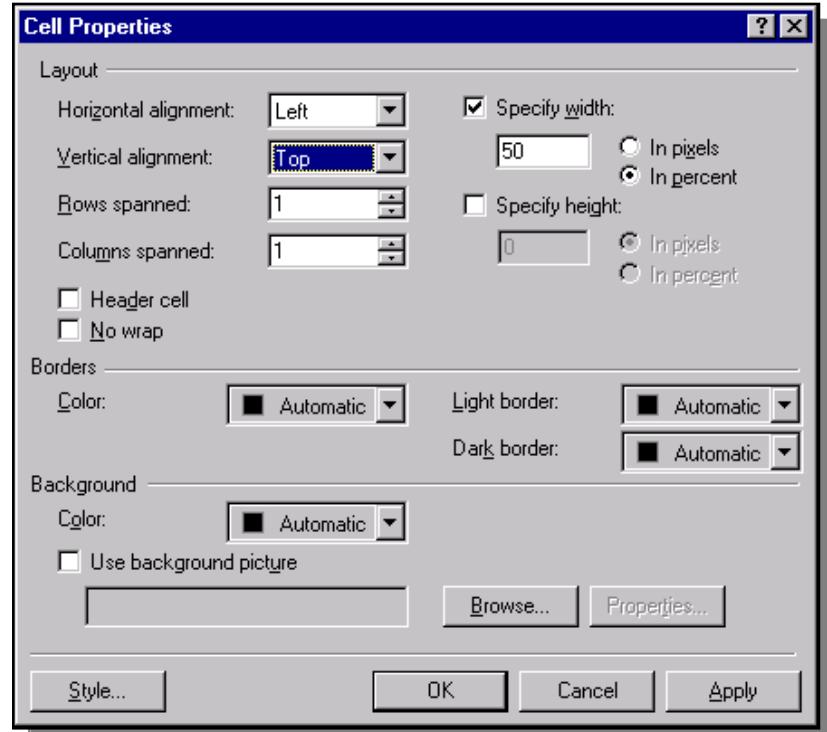
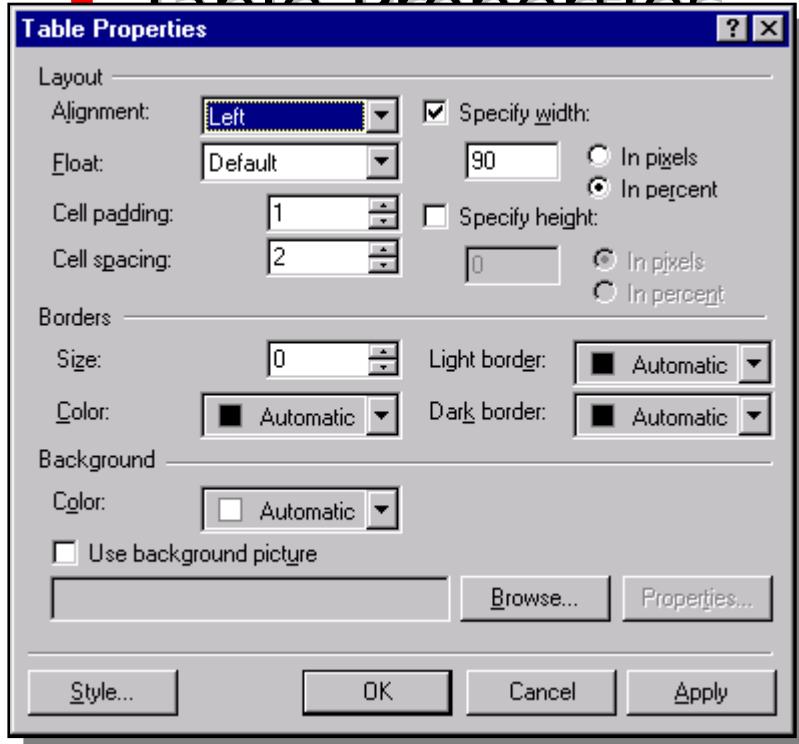
OPT Log		
RFIs		
Internal		
External		
Mission Analysis		
Inputs	Products	Outputs
<a href="#">Battlespace Evaluation</a>	<a href="#">Mission Analysis Brief</a>	<a href="#">Mission Statement</a>
Initial Guidance		<a href="#">Commander's Intent</a>
		<a href="#">Planning Guidance</a>
COA Development		
Inputs	Products	Outputs
<a href="#">Mission Statement</a>	C2PC Overlays COA 1 Stage A COA 1 Stage B COA 2 Stage A COA 2 Stage B COA 3 Stage A COA 3 Stage B	COAs for Wargaming <a href="#">COA 1 Narrative</a> <a href="#">COA 2 Narrative</a> <a href="#">COA 3 Narrative</a>
Commander's Intent		<a href="#">Wargaming Guidance</a>
Planning Guidance		<a href="#">Evaluation Criteria</a>
COA Wargaming		
Inputs	Products	Outputs
		Normal <a href="#">HTML</a> <a href="#">Preview</a>

# WORKING WITH TABLES

MSTP

## • Cell Properties

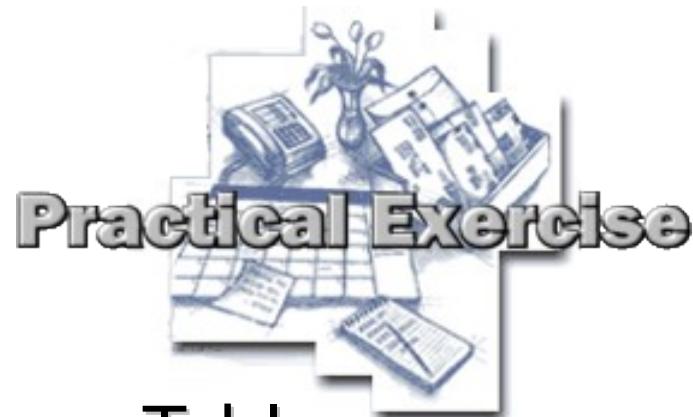
### • Table Properties



# LAB 3



MSTP



- Create a Table
  - Merged Cells
  - Text in Cells
  - Formatted Cells
  - Graphic in Cell
- Save as tablepage.htm
- Add link from index.htm to this page

# ACHIEVING COMMON LOOK & FEEL



MSTP

- Appropriate use of:
  - Shared borders
  - Navigation
  - Frames
  - Centralized planning!

UNCLASSIFIED      MAGTF Staff Training Program      Wed Mar 8 09:15

**Mission**  
To provide training in MAGTF, Joint and Combined warfighting skills to Marine Corps forces with a particular emphasis on senior commanders and their staffs  
[-- MCO 1500.53](#)

**Objectives**

- ◆ Improved the warfighting skills of senior commanders and their staffs
- ◆ Develop a common understanding of MEF doctrine
- ◆ Enhance the capabilities to employ a MEF in a joint environment
- ◆ Promote MEF/MSC team building

**Personnel**  
Director: [Col S. W. Rawson](#)  
Deputy Director: [LtCol M. P. Martello](#)  
Ops Officer: [LtCol J.C. Berry](#)

[Personnel Directory](#)  
[Command Brief](#)

**MSTP**  
Home  
Digital Dash  
Personnel  
Cmd Brief  
Classes

**Sections**  
Command Operations  
ESTF

**Pubs**  
MCWPs  
User Guides  
Pamphlets

**Misc**  
Exchange  
File xref  
Links  
Search

**Address**  
Commanding General  
MCCDC C-54  
3300 Russell Rd  
Quantico, VA 22134  
**Phone Number**  
Comm: (703) 784-2618  
DSN: 278-2618

**Digital Dashboard**  
(Internal MSTP Use Only)

"Training The First To Fight"

UNCLASSIFIED      MAGTF Staff Training Program      Wed Mar 8 09:17

This is the MSTP Main Page

**BSTF Tasks**

- ◆ Develop information management and C2 support system tactics, techniques and procedures to assist senior commanders and their staffs in planning and executing military operations
- ◆ Provide information technology to support the MAGTF Staff Training Program and fully develop the capabilities of the BSTF
- ◆ Provide Information Management instruction in support of Marine Expeditionary Forces and the [Marine Corps University](#)
- ◆ Provide modeling and simulation resources and expertise in support of Marine Expeditionary Forces and the [Marine Corps University](#)

**BSTF Brief**

**MSTP**  
Home  
Digital Dash  
Personnel  
Cmd Brief  
Classes

**Sections**  
Command Operations  
ESTF

**Pubs**  
MCWPs  
User Guides  
Pamphlets

**Misc**  
Exchange  
File xref  
Links  
Search

# SETTING THE NAVIGATION OF SITE



MSTP

Microsoft FrontPage - D:\MSTP\MefFinal

File Edit View Insert Format Tools Table Frames Window Help

Views

Page

Folders

Reports

Navigation

Hyperlinks

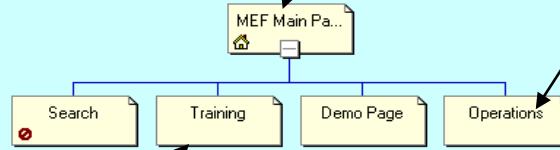
Tasks

Folder List

D:\MSTP\MefFinal

- + \_private
- + BarbaSword
  - + CommandJourna
  - + CurrentOps
  - + PlanningFiles
    - BarbaSword.htm
    - barbarySwordCa
    - rflInternal.htm
- + CG
- + Comptroller
- + FileXfer
- + G1
- + G2
- + G3
- + G4
- + G5
- + G6
- + images
- + MSCs
- + Search
  - i\_mef\_s.gif
  - index.htm
  - MainLeft.htm
  - MainPage.htm
  - MainTop.htm
  - TestPage.htm

These names will be names of pages  
Appear in the link names. Best to  
Short as possible. Click to change



Simply Drag File &  
drop in appropriate  
place

# NAVIGATION BAR PROPERTIES



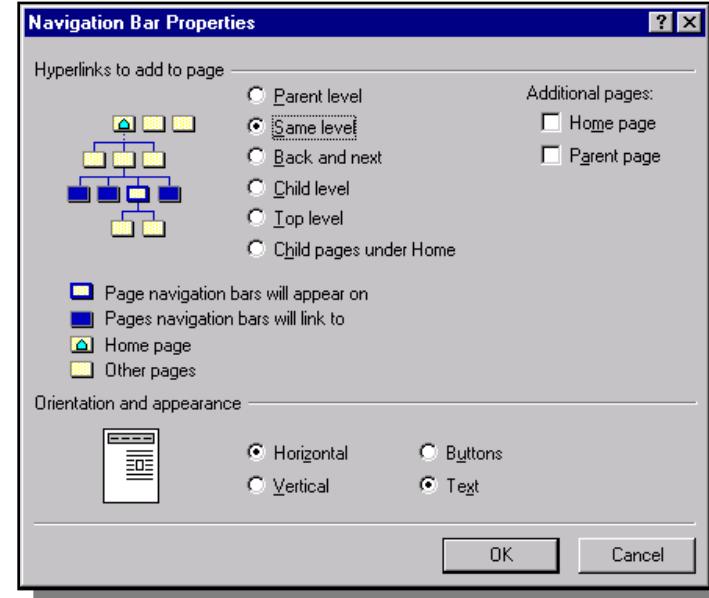
MSTP

## Steps

- Insert Navigation Bar
- Setup Navigation Structure
- Set Properties

## Once created

- Add
- Delete
- Move files



**Greatly enhances link maintenance**  
**• Dynamically updates**

# SHARED BORDERS



MSTP

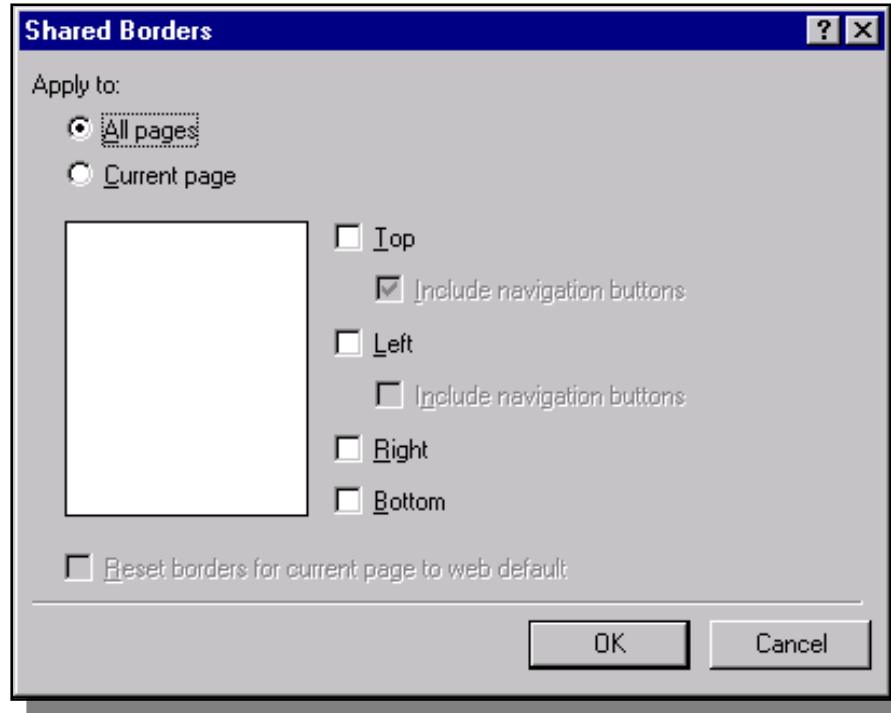
- Microsoft® FrontPage® Creation
  - FrontPage Server Extensions required
- Allows common elements to be defined for top, sides and/or bottom of page
  - Elements may be:
    - Text
    - Banners
    - Navigation bars
    - ANYTHING you want repeated!
- Minimal content in shared borders

# CREATING SHARED BORDERS



MSTP

## Format | Shared Borders



# ELEMENTS OF SHARED BORDERS



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The screenshot shows a web page titled "TestPage.htm" with the following elements:

- Banner In Header**: A blue header bar containing the text "Demo Page".
- Navigation Buttons**: A vertical menu on the left side with options: Home, Search, Training, Demo Page (which is highlighted), and Operations.
- Page Content**: The main content area containing text and a table.
  - This is a demo page showing Shared Borders**
  - Using Industrial Theme**
  - A table with two columns:

Here is a Table	
Name	Phone
Adams	555-1212
Smith	555-2034
- Text in Bottom**: A footer section at the bottom containing maintenance information.

At the bottom of the page, there are navigation buttons: Normal, HTML, Preview, and several small arrows.

# FRAMES

MSTP

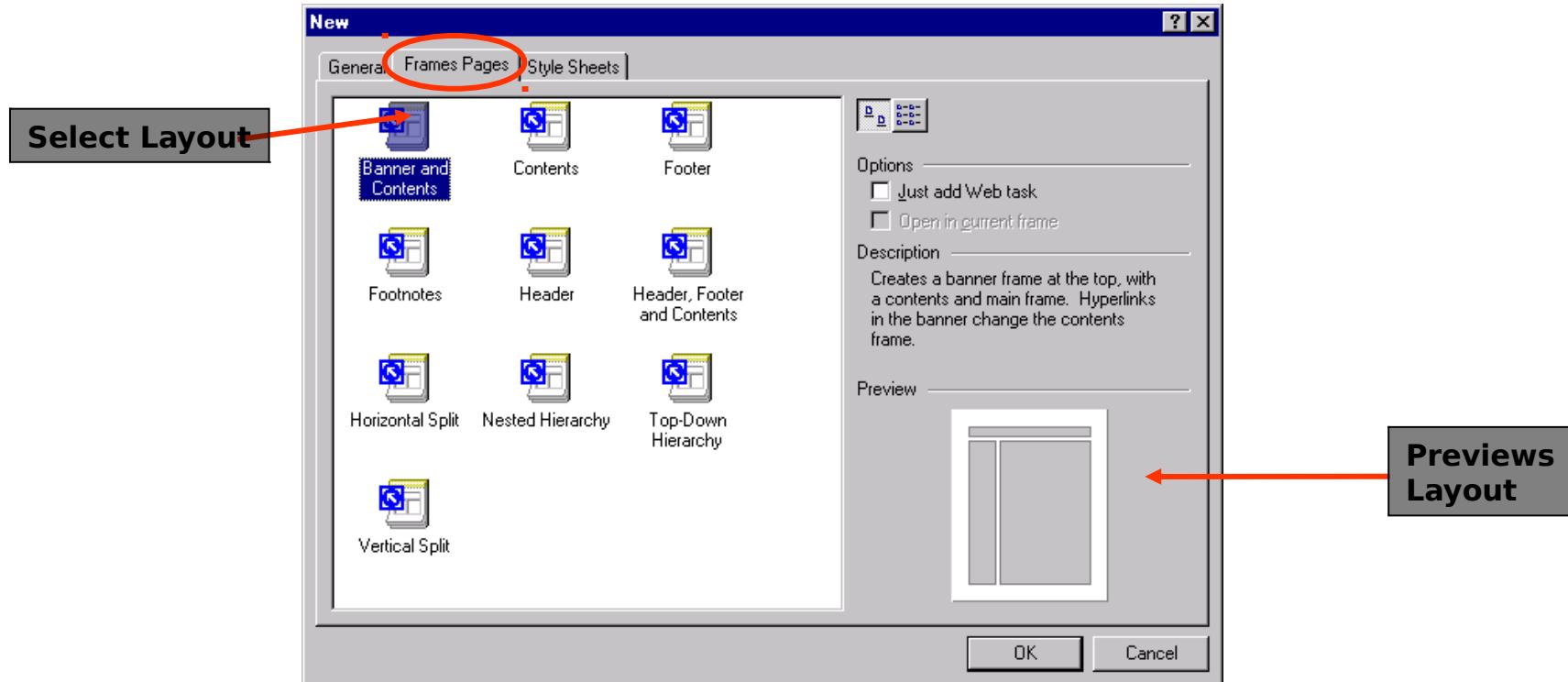
- Frames divide a browser window
  - Independent pages displayed
- Provides consistent look & feel
  - When don't have control over sub-pages
- Can be any combination

# CREATING FRAMES



MSTP

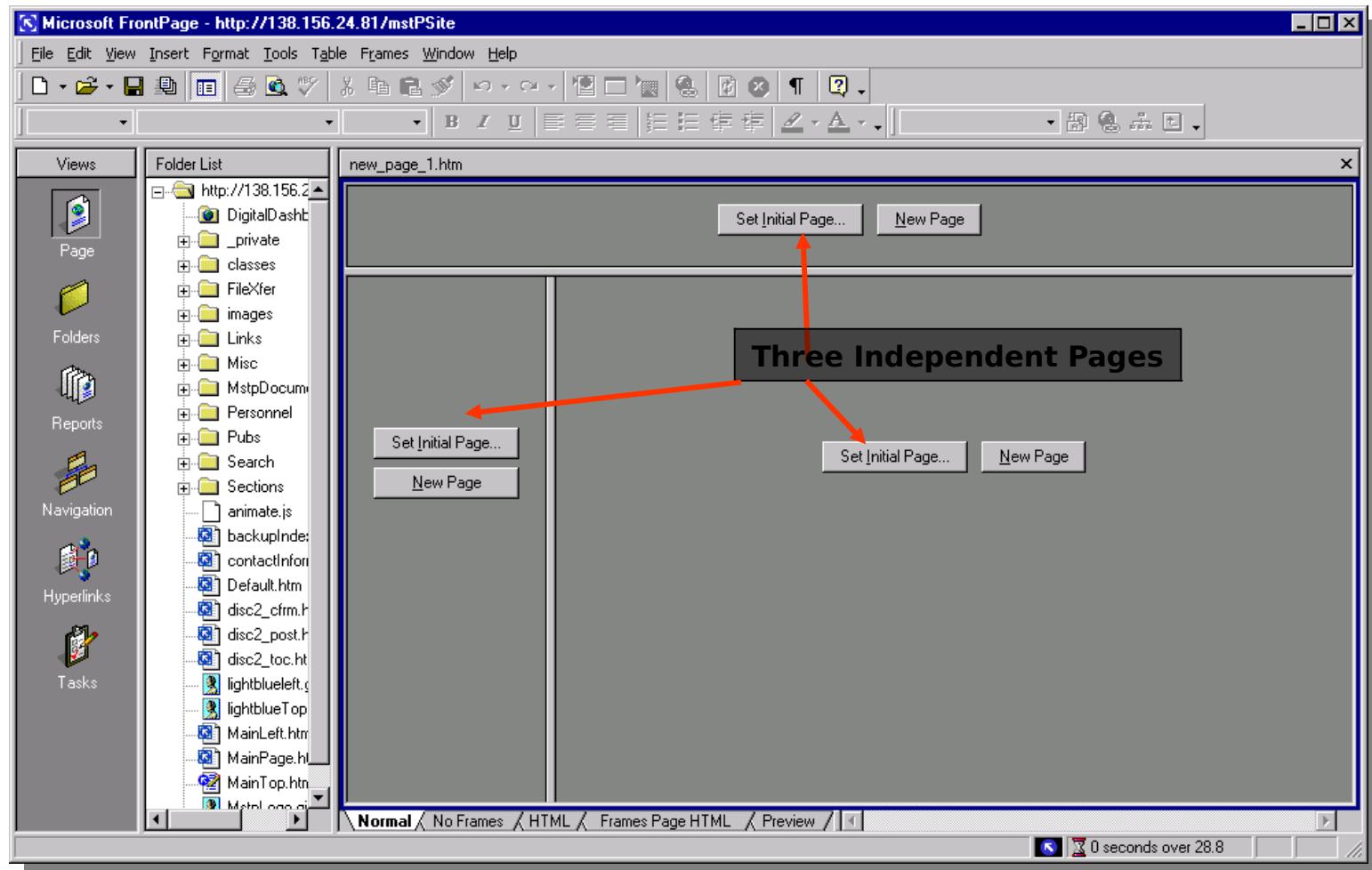
## File | New Page



# WORKING WITH FRAMES



MSTP

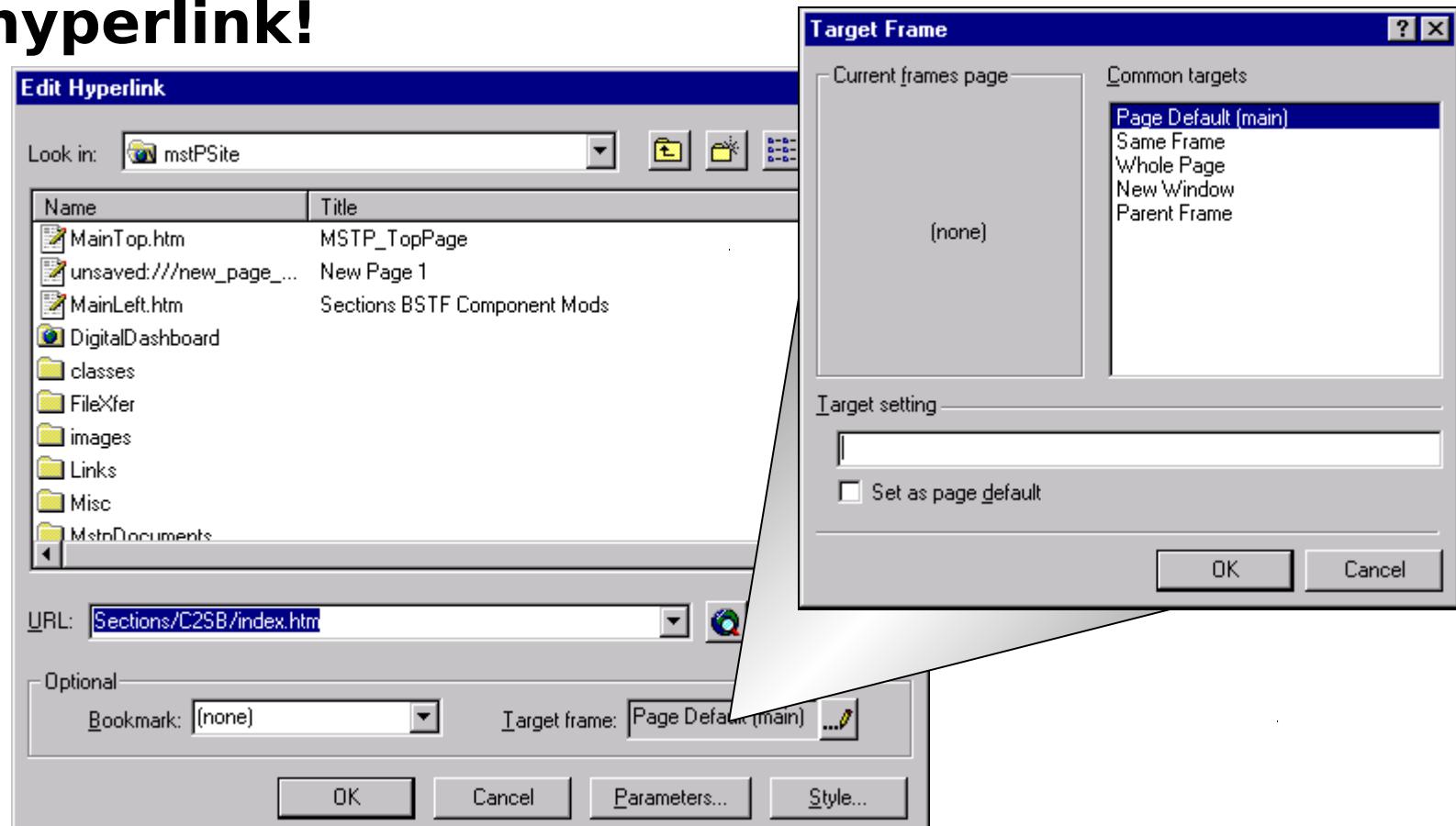


# WORKING WITH FRAMES



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**Must set the target window for each hyperlink!**



# LAB 4

MSTP



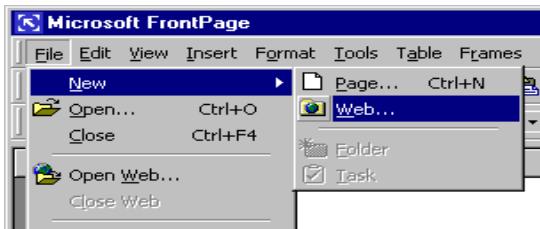
- Set up the navigation within your site
- Use shared borders / frames to create:
  - Consistent banner on top
  - Navigation on side
  - Footer on bottom



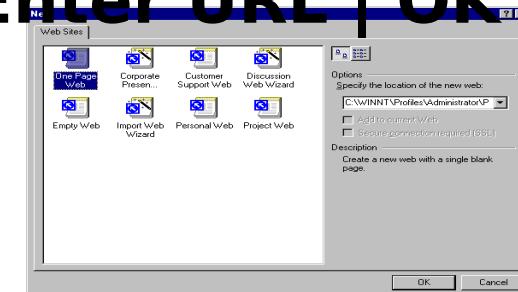
MSTP

# CREATE A WEB SITE

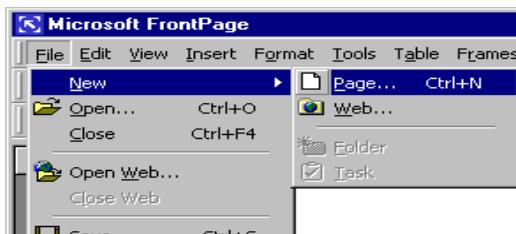
Select File | New | Web



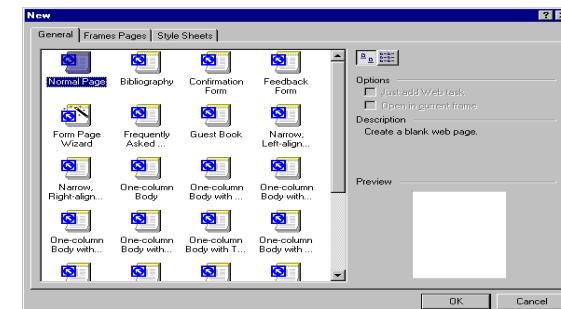
Select Web Type  
|  
Enter URL | OK



Then Select File | New | Page



Select Page Type | OK

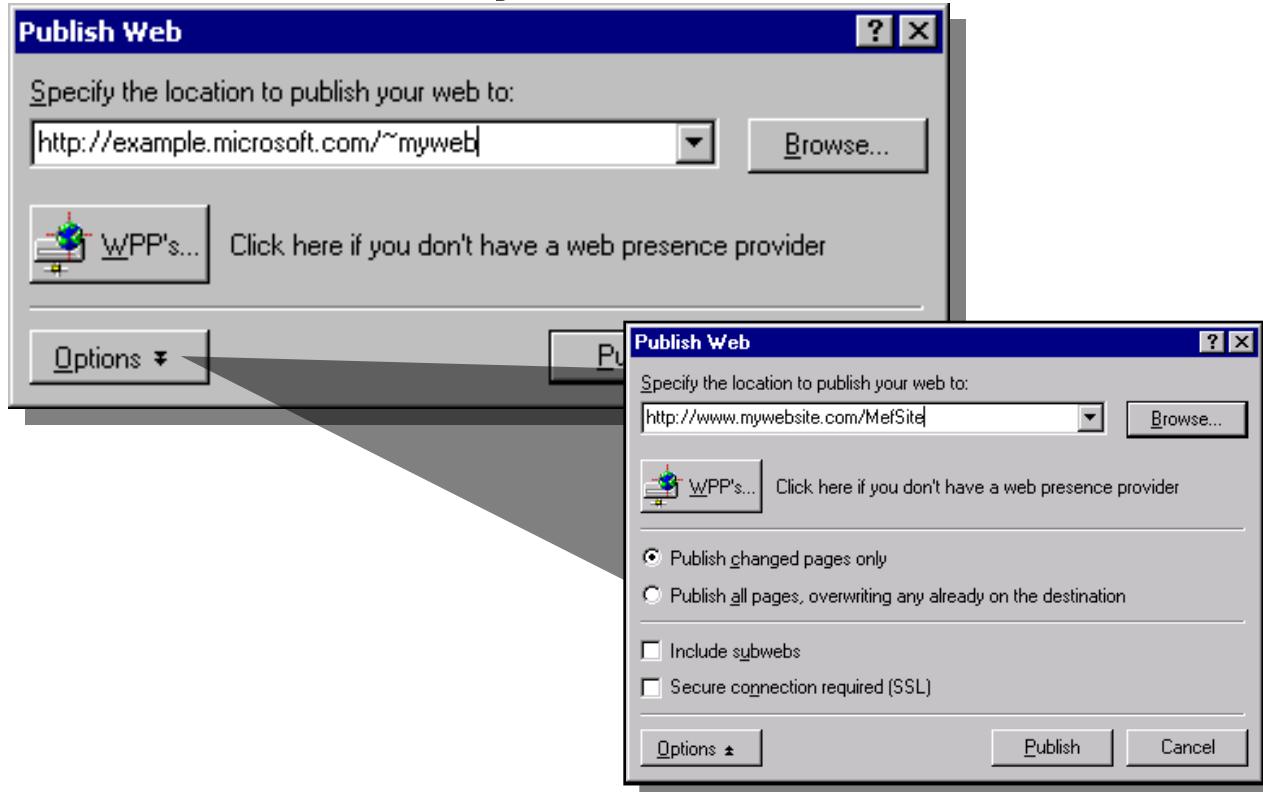




# PUBLISHING WEB

MSTP

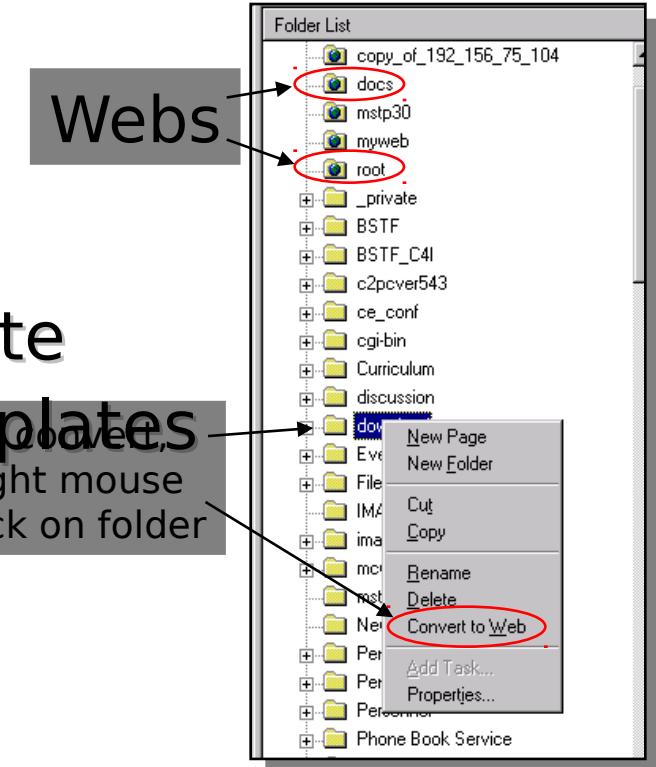
- Publishing a Web
  - File | Publish Web
  - Not necessary if on-



# CREATING A SUBWEB

MSTP

- FrontPage Extensions support sub-webs
  - Autonomous
    - Security
    - Attributes
  - Sections update own site
  - Webmaster create templates
- Security
- Services
- IIS & Service Pack 5



# SUMMARY

MSTP

## What we covered...

**Overview of web **development** and  
**publishing** using the USMC Standard web  
tool**

- **Responsibilities**
- **Good web design**
- **Features of FrontPage 2000**
- **Authoring web pages**
- **Publishing web pages**
- **Organization of web sites**
- **Maintain a web site**
- **Administration of web sites**

# QUESTIONS

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# QUESTIONS?

# UPDATES AND INFORMATION



MSTP

Visit:

- <http://www.mstp.quantico.usmc.mil/>
- Link to classes/collaborative solutions
- Download tools used to create collaborative solutions utilizing USMC standard software
- Share ideas
- Ask questions

# CONTACT INFORMATION



MSTP

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Comm (703) 784-4315

DSN 278-4315